

1048 – HOMELESS PROGRAM COORDINATOR

NATURE OF WORK

This is field and administrative work involving the day to day operations of homeless programs, including, but not limited to, work coordinating the referral of homeless individuals and families to appropriate service providers, and establishing and maintaining cooperative relationships with community groups and service delivery agencies.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Works closely with the Miami Beach Police Department and the Community/Economic Development Department in the implementation of all aspects of homeless programs.

Develops a tracking system for clients/services and the necessary referral and internal forms.

Responsible for the collection and preparation of data for daily situation reports, recurrent progress and evaluation reports, and monthly activities report to the Miami Beach Police Department, the Community/Economic Development Department, and others in the community.

Performs related work as required.

Coordinates bed availability with intake provided by police officers.

Establishes a system of reservations and admissions for Miami Beach homeless clients for beds funded through the Miami-Dade Homeless Trust.

Establishes a standardized client information, referral and tracking system modeled after that used by the City of Miami, and fully compatible with the system under development by the Homeless Trust.

Participates in Miami-Dade Homeless Trust Providers' Forum activities.

Performs field activities with police officers, which may involve late-night/early morning and weekend shift duties.

Has direct client contact and collaboration with service providers.

Performs administrative support for Office of Homeless Programs, to include assistance facilitating Homeless Committee meetings, provider meetings, and task force meetings.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community services available for the homeless.

Knowledge of the special needs of the homeless population.

Ability to express ideas and information clearly and concisely, both verbally and in writing.

Ability to collect and organize data, and prepare reports.

Familiarity with affordable housing and homeless issues as well as with systems of service delivery;

Ability to analyze, strategize, and implement problem-solving solutions to service delivery issues;

Experience working with an advisory committee, task force, or work team;

Ability to write and present information clearly;

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MINIMUM REQUIREMENTS

Bachelor's Degree plus experience in the delivery of social services or related field. Experience may substitute for education on a year-for-year basis. Bilingual skills are considered an asset.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with homeless individuals, other employees and the public through personal contact and the use of the telephone. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, kneeling, crawling, reaching, and handling, sitting, standing, pushing and pulling.

SUPERVISION RECEIVED

General assignments are received from the Miami Beach Police Department and the CDBG Projects Coordinator. Work is performed with considerable latitude for use of independent judgement and is reviewed through periodic conferences and review of reports. Work is subject to review for compliance with departmental objectives and standards.

SUPEVISION EXERCISED

Volunteer workers and assigned clerical staff.

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